Air Force Security Assistance Co

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Logistics
Applications - Online
Requisitioning (A01
& Mass)
Tutorial
AFSAC Schoolhouse

AFSAC Schoolhouse DSN 986-0722 (937) 656-0722 September 4, 2016



Description Online Requisitioning



- Two ways to do Online Requisitioning
 - A01 Requisitioning
 - Mass Online Requisitioning (file upload)
- Tools provide basic Online Requisitioning functions over the web to USAF and International Partners around the world



AFSAC Online Home Page https://afsac.wpafb.af.mil



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Logistics Applications

AFSAC Online

The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.

- AFSA --DSL or high-speed internet connection not into recommended have di provide
- -- Click here to apply for AFSAC Online account Busine

(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



AFSAC Online Feedback/Technical Assistance



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Logistics Applications |



Use the "Feedback" link to document questions/comments about AFSAC Online tools.

• Business app (Use the navi business app (Use the navi contact AFSAC Technical Support.

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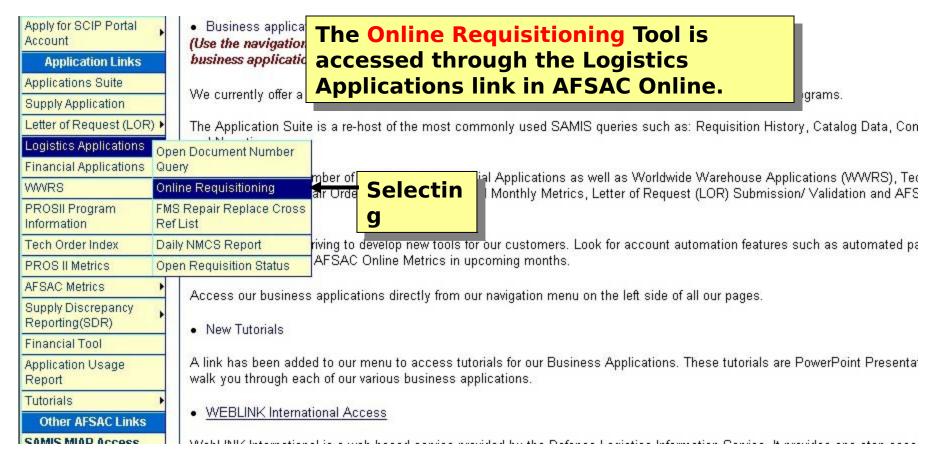
Online Requisitioning Tool Entering and Submitting an A01 Requisition(s) Tutorial

Use this Tutorial, to learn "How To" use the Online Requisitioning tool.



AFSAC Online -Online Requisitioning Tool







AFSAC Online Login - Online Requisitioning Tool



The server afsa password.	ac2.wpafb.af.mil at proddad requires a username and
	User name Password Remember my credentials
	OK Cancel

- 1. Use your AFSAC Online ID and Password to access the Online Requisitioning Tool.
- 2. Then click "OK" button.



AFSAC Online -Online Requisitioning Tool



AFSAC Online

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Air Force Web Requisitioning

Select single requisition input or Mass drop.

A01 Requisition Input

Mass Requisition Input

Best viewed with Internet Expl Click on the "A01 Requisition Input" link to begin entering A01 requisitions.

NOTE: AFSAC Online will limit the user from entering only their own country's data.





<u> AFSAC Online Home | Business Applications | Feedback | Help</u>

		Mandatory		
Routing <u>ID</u> *	FNH	Stock Number *		
Unit of Issue *	EA 🔻	Quantity *	00001	
Doc No *	D 2 3 • 6348	<u>Demand</u>		
Supp Address *	DVA	Line *		
Project Code		Priority *	06 🔻	
RDD/NMCS		Advice	•	
Process	D 💌	Spooled	N	
Unit Price \$		ByPass Code		

When the "A01 Requisition Input" screen appears, first fill-in each of the data fields for your requisition.





<u> AFSAC Online Home | Business Applications | Feedback | Help</u>

	Mandatory Fie			
Routing ID *	FNH	Stock Number *		
Unit of Issue *	EA 🔻	Quantity *	00001	
Doc No *	D 2 3 V	Demand	•	
Supp Address *	D A	Line *		
Project Code		Priority *	06 ▼	
RDD/NMCS		Advice		
Process	D -	Spooled	N	
Unit Price \$		ByPass Code		

Larry Hutson has

Then, click the "Add to Cart" button, only after all your required data has been entered for your A01 requisition.





<u> AFSAC Online Home | Business Applications | Feedback | Help</u>

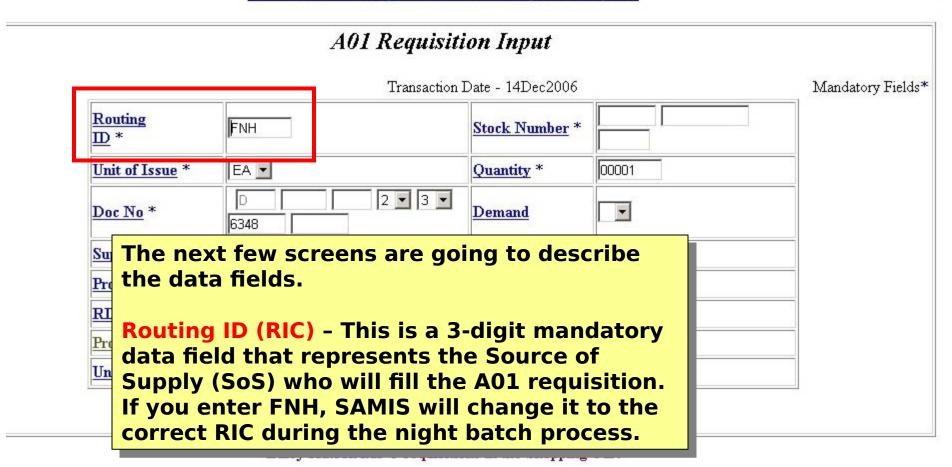
	Mandatory Fields			
Routing ID *	FNH	Stock Number *		1
Unit of Issue *	EA 🔻	Quantity *	00001	
Doc No *	D 2 ▼ 3 ▼ 6348	Demand		
Supp Address *	DVA	Line *		
Project Code		Priority *	06 💌	
RDD/NMCS		Advice		
Process	D 🔽	Spooled	N	
Unit Price \$		ByPass Code		

Those data elements with an asterisk (*) after their name are "Mandatory Fields" and at a minimum must be entered to complete the A01 requisition input.





<u> AFSAC Online Home | Business Applications | Feedback | Help</u>

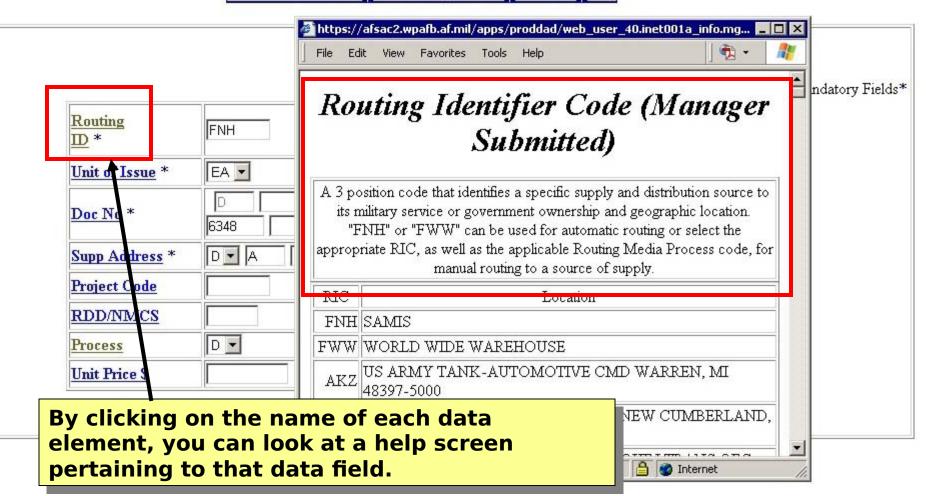




A01 Requisition Input Routing ID



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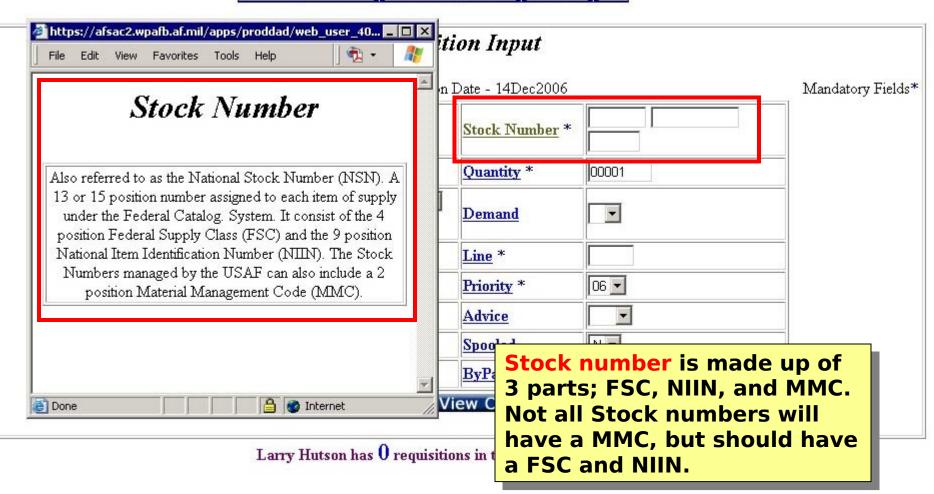




A01 Requisition Input - Stock Number



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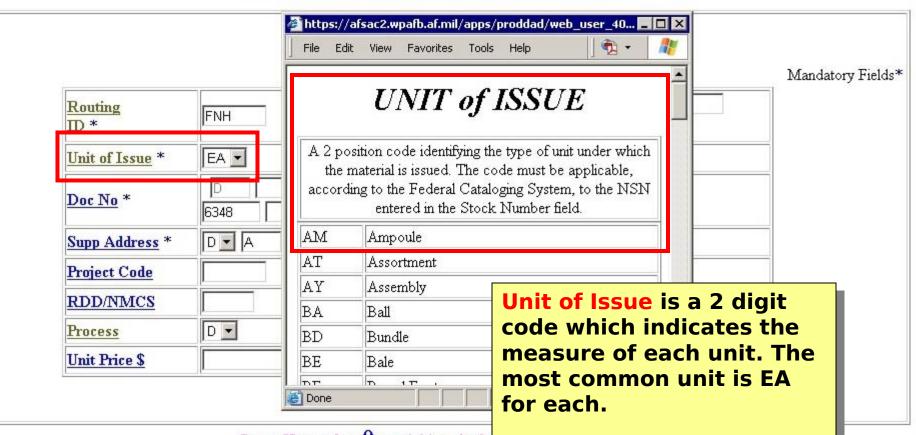




A01 Requisition Input - Unit of Issue



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Larry Hutson has $\mathbf{0}$ requisitions in the

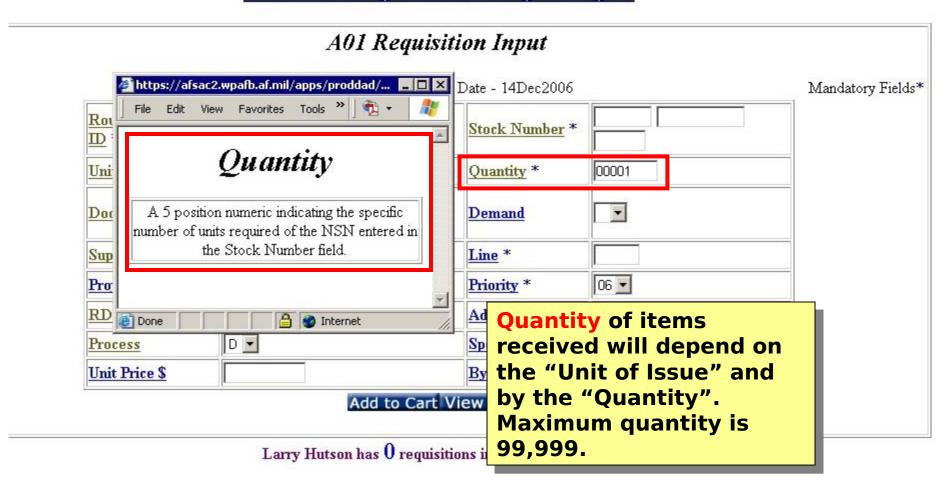
IMPORTANT: Make sure you know the unit of issue, so you receive the correct quantity desired.



A01 Requisition Input Quantity



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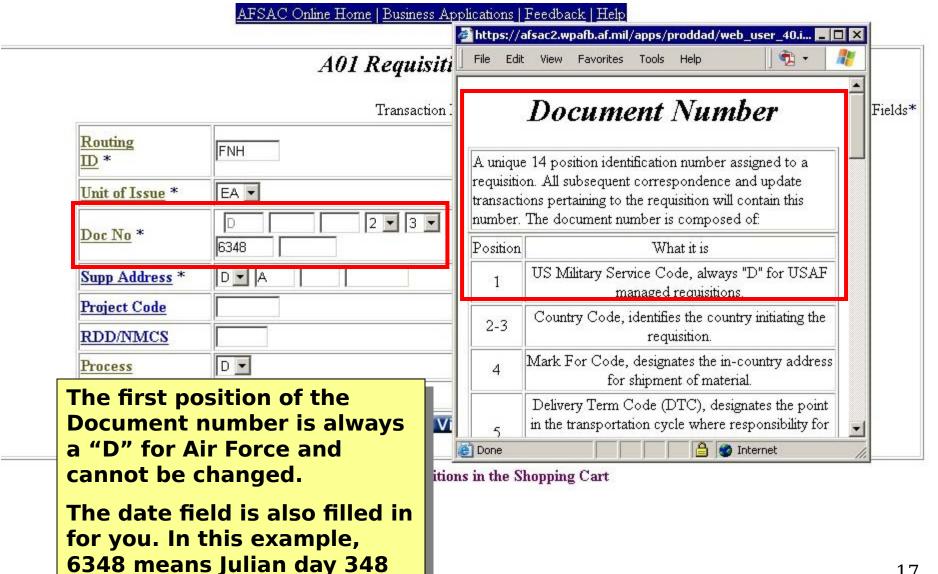




in 2006.

A01 Requisition Input -**Document Number**



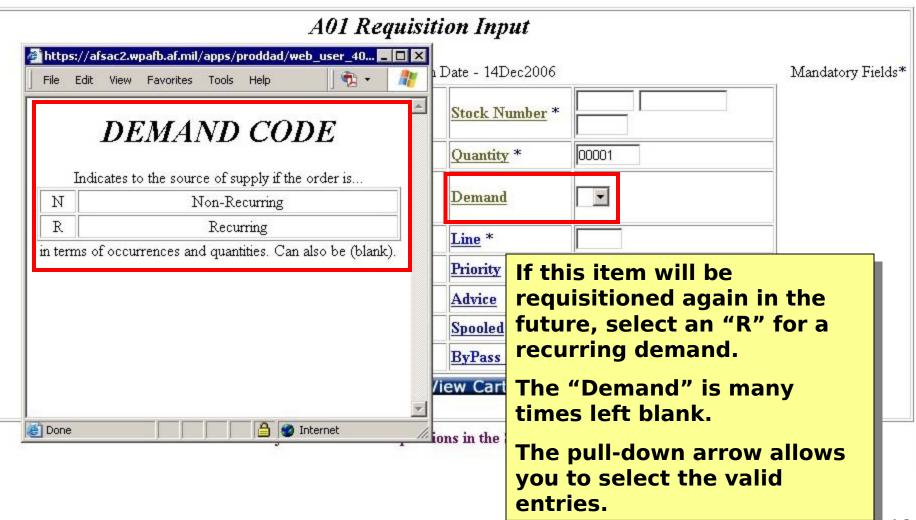




A01 Requisition Input - Demand Code



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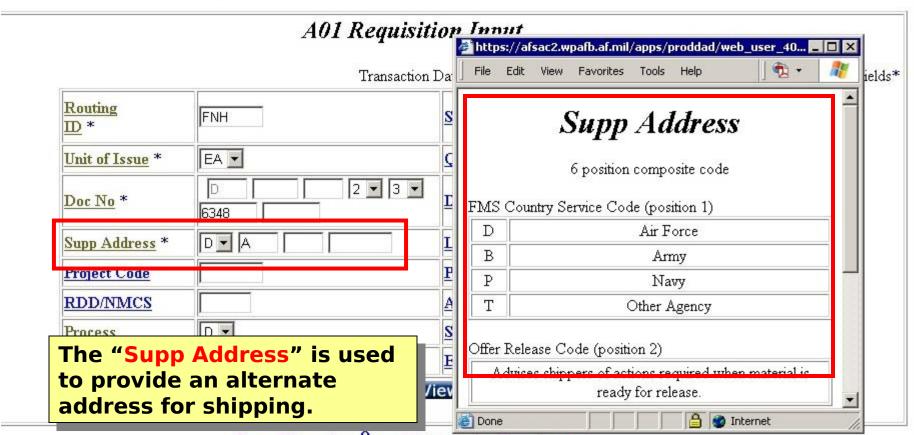




A01 Requisition Input - Supplementary Address



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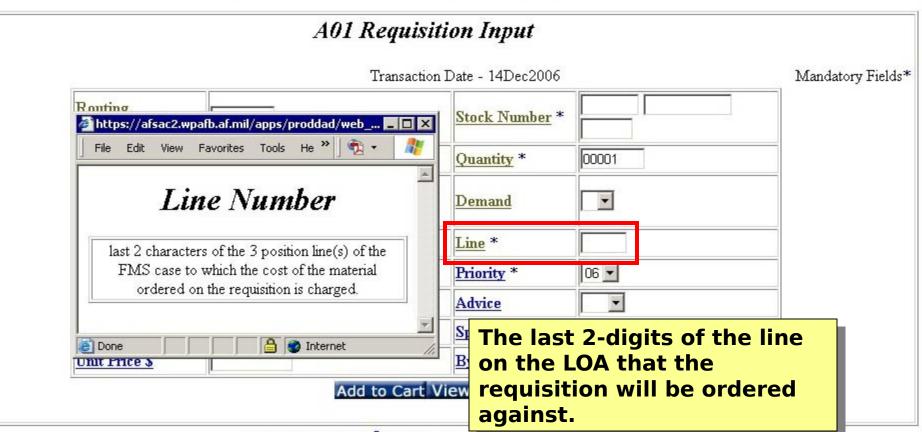
Larry Hutson has 0 requisitions in the Shopping Cart



A01 Requisition Input - Line Number



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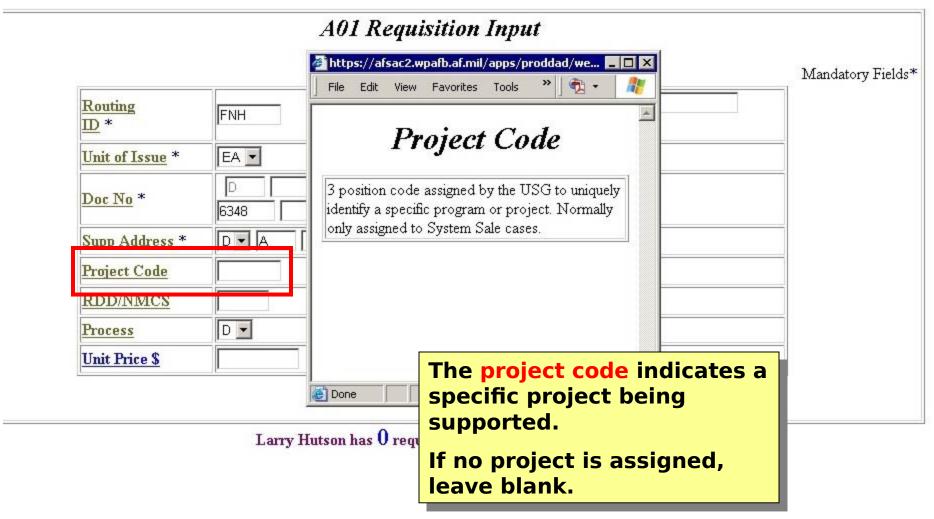
Larry Hutson has 0 requisitions in the Snopping Cart



A01 Requisition Input Project Code



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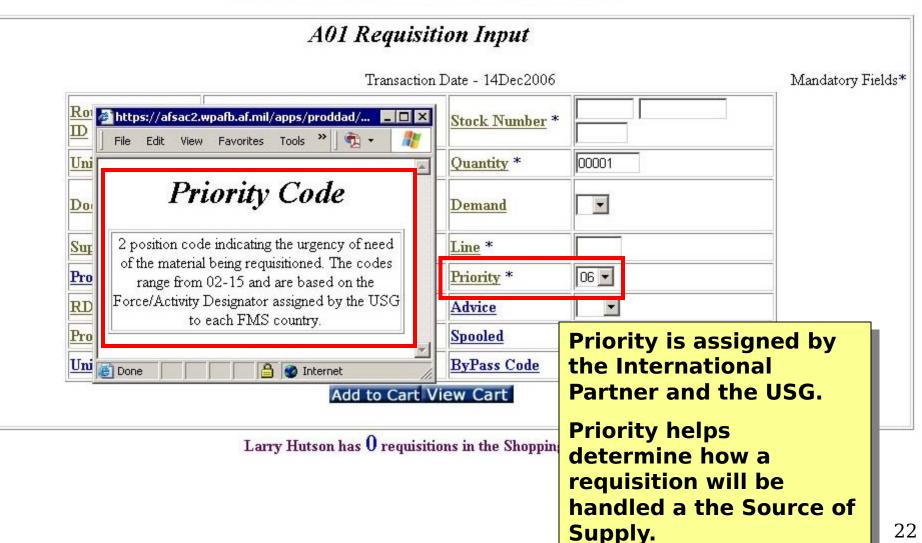




A01 Requisition Input -**Priority Code**



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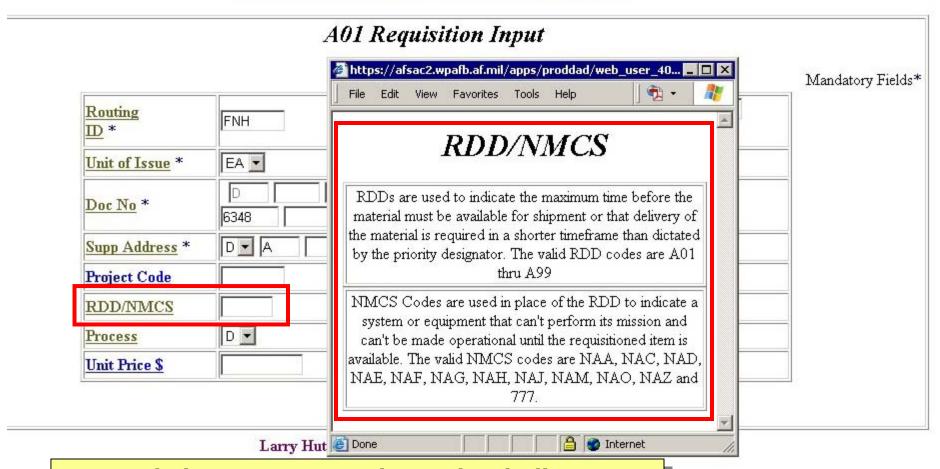




A01 Requisition Input - RDD/NMCS



<u> AFSAC Online Home | Business Applications | Feedback | Help</u>



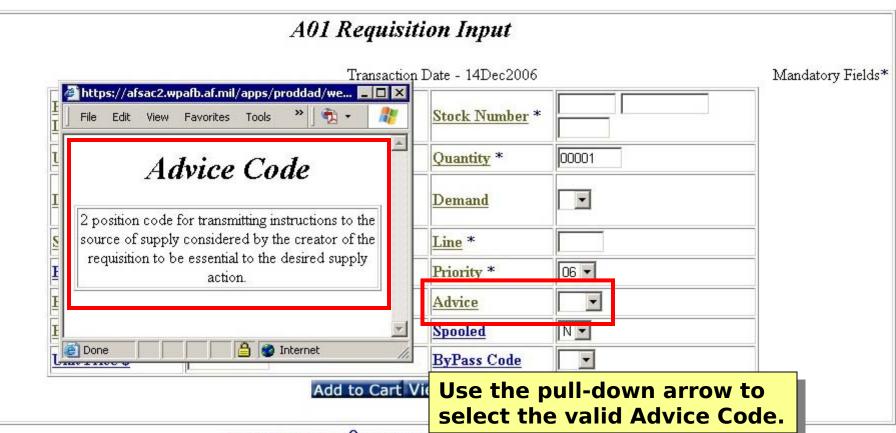
NAA code is most commonly used to indicate Not Mission Capable Supply (NMCS) or Aircraft On Ground (AOG).



A01 Requisition Input - Advice Code



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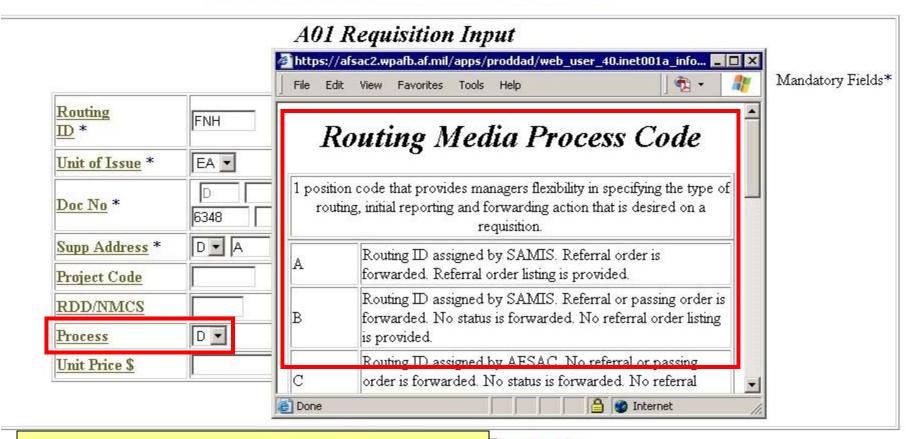
Larry Hutson has 0 requisitions in the Shopping Cart



A01 Requisition Input - Process



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Use the pull-down arrow to select the valid Process code. Quite often this is left blank.

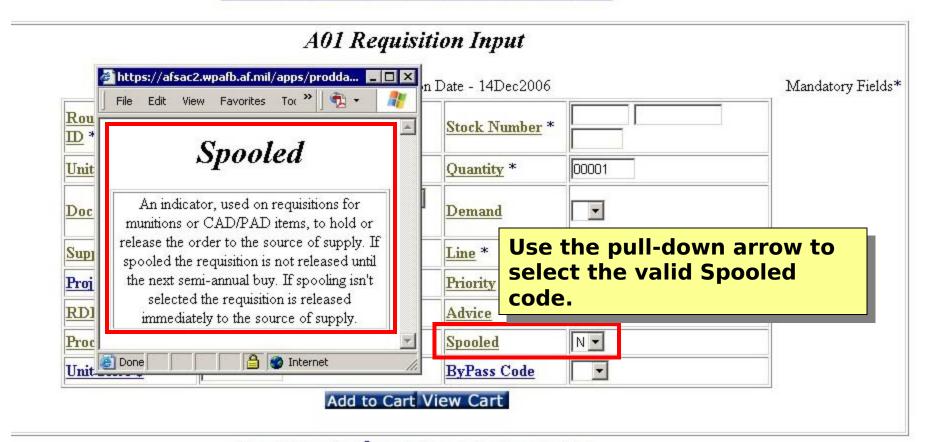
hopping Cart



A01 Requisition Input - Spooled



AFSAC Online Home | Business Applications | Feedback | Help



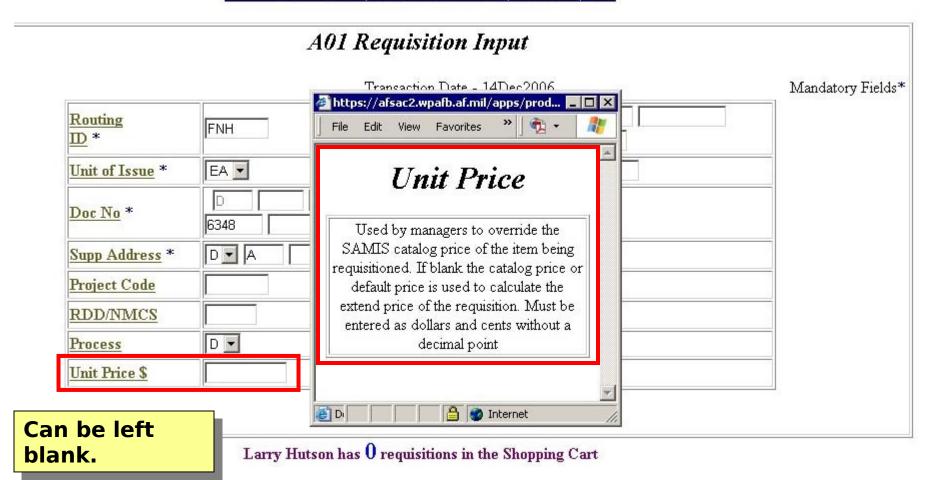
Larry Hutson has $\mathbf{0}$ requisitions in the Shopping Cart



A01 Requisition Input - Unit Price \$



<u> AFSAC Online Home | Business Applications | Feedback | Help</u>

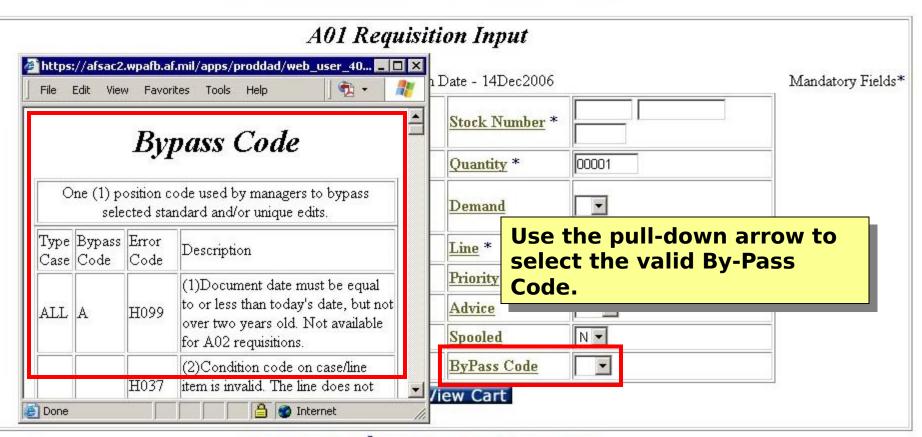




A01 Requisition Input -Bypass Code



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Larry Hutson has $\mathbf{0}$ requisitions in the Shopping Cart



A01 Requisition Input - Add to Cart



	At a minimum, the data fields with asterisks have to be filled in.								
Transacuon Date - 14Dee2000									
Routing D *	FNH	Stock Number *							
Unit of Issue *	EA 🔻	Quantity *	00001						
Doc No *	D 2 ▼ 3 ▼ 6348	Demand							
Supp Address *	DVA	Line *							
Project Code		Priority *	06 💌						
RDD/NMCS		Advice							
Process	D 💌	Spooled	N						
Unit Price \$		ByPass Code							

Larry Hutson has $oldsymbol{0}$ requisitions in the Shopping Cart

After the data fields are filled-in, click on the "Add to Cart" button.



A01 Requisition Input - Add to Cart Confirmation



A01 Requisition was added to SHOPPING CART.

Access the SHOPPING CART to submit your requisitions.

Please press the "Back" on your browser or one of the links below.

A01 Input

Shopping Cart

Home

This screen confirms your requisition was added to the Shopping Cart.

You ordered 1 @ \$15,526.33 each For a TOTAL PRICE of \$15,526.33

The MMC you entered () was updated to the current MMC in the SAMIS catalog ()

AFSAC Online Home | Business Applications | Feedback | Help

A01 Requisition Input Transaction Date - 18 Dec 2006 Mandatory Fields* Stock Number * 5895 012668711 Unit of Issue * FA Onantity * 00001



A01 Requisition Input - Count in Cart



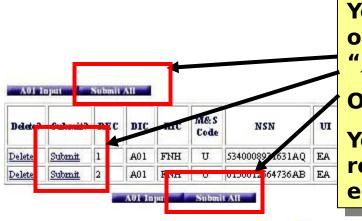
AFSAC Online Home | Business Applications | Feedback | Help

	Tra	ansaction Date - 18Dec2006		Mandatory Fiel
Routing ID *	FNH	Stock Number *		
Unit of Issue *	EA D 2 T 6352		n to the Shopp go and Submi	
Supp Address *	D A	Lme *		
Project Code		Priority *	06	
DDDARAGG		Advice		
RDD/NMCS	5	Spooled	dientes how m	
Process	D <u>•</u>			ianv
		P-P C- In	dicates how mequisitions are	



A01 Requisition Input - Shopping Cart List Submission





You can submit your requisitions one at a time, by clicking on "Submit".

OR

You can submit all your requisitions at once by clicking on either "Submit All" button.

	TRAN DAY	CO BY
	352	
1	352	

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NOTE: After you submit a requisition, it will go into the queue in SAMIS for night batch processing. Further editing of the requisition can only be accomplished in SAMIS.

Country Code has been erased from example.



A01 Requisition Input - Shopping Cart List Deletion



Delete?	Submit?	REC	DIC	RIC	M&S Code	NSN	u	QUAN	DOC NUMBER	DEM CODE	SUPP ADDR	CODE	DIST CODE		PROJ CODE	PRI	RDD/ NMCS	ADV	TRAN DAY	BY
Delete	Sbmit	1	A01	FNH	U	5340008931631AQ	EA	00001	D 05V63527600		DA4KEQ	L	И	01		03	NAA		352	F
Delete	Sbmit	2	A01	FNH	U	6150012564736AB	EA	00001	D 05V63527601		DA4KEQ	L	N	01		03	NAA		352	Г

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If you no longer wish to submit a requisition, you can delete it by clicking on "Delete"

A01 Input Submit All

Country Code has been erased from example.



A01 Requisition Input - Delete Requisition



Do you wish to delete Document Number D 05V63527600 from SHOPPING CART?



You will be asked to confirm your request for deletion.





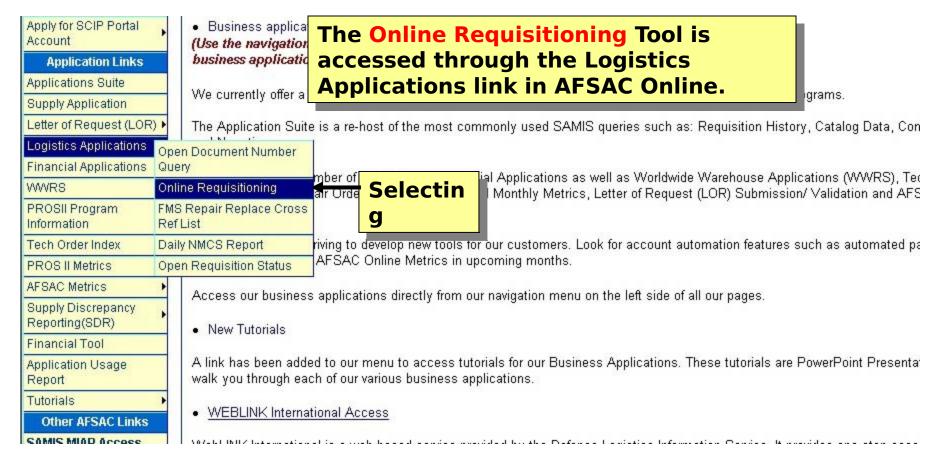
Online Requisitioning Tool Entering and Submitting Mass Requisition(s) Tutorial

Use this Tutorial, to learn "How To" use the Online Requisitioning tool for uploading mass requisitions.



AFSAC Online -Online Requisitioning Tool







AFSAC Online -Online Requisitioning Tool



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Select single requisition input or Mass drop.

A01 Requisition Input

Mass Requisition Input

Best viewed with Internet Exp

Click on the "Mass Requisition Input" link to begin entering A01 requisitions.

Note: Only A01 requisitions can be entered using the Online Requisitioning Tool.



Mass Requisition Input



AFSAC Online Home Business Applications Feedback

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A01 Requisition Mass Upload

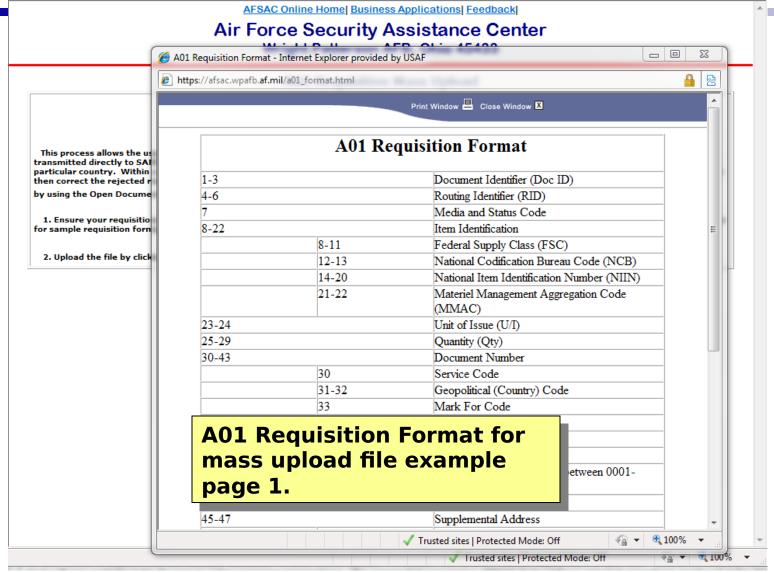


Note: Make sure your requisitions are in the proper 80 column MILSTRIP format and saved as a text file or an Excel ".prn" (space delimited format) file.



Mass Requisition Input

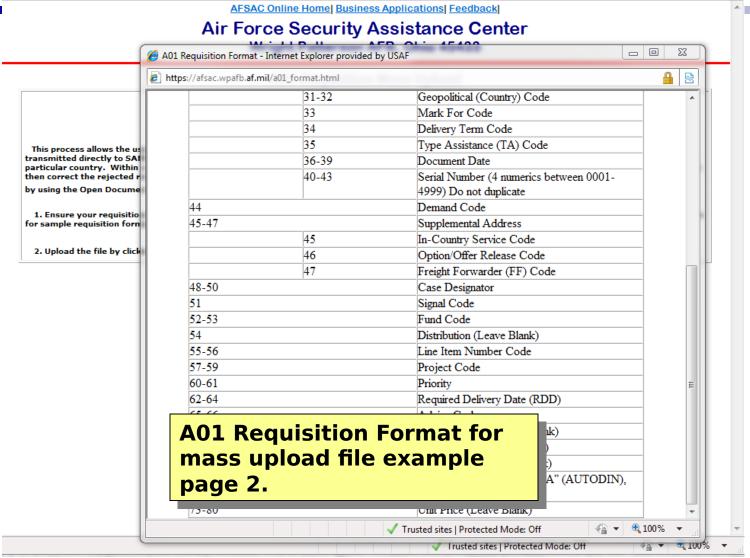






Mass Requisition Input







Practice



Now it is your turn:

 If you have some requisitions that need to be entered into the system, then use your own AFSAC Online user ID and password, and enter your requisitions using the A01 Requisition Input tool.